



October 23, 2007
5:00 PM

Superior Court I
Third Floor, Tippecanoe County Courthouse

Weed & Seed Lafayette Steering Committee Meeting Agenda

A. The Organizational Structure of Weed & Seed Lafayette

I. The Official Steering Committee: The Governing Body

1. Composition: Community Leaders (50%), Agency Representatives (25%), and Residents of the Designated Area (25%)

The Hon. Donald C. Johnson, Chair, Steering Committee

2. Responsibilities:

- ✓ Strategize and Vote on Future Projects and Programs
- ✓ Reallocate Resources to Staff Programs and Projects
- ✓ Initiate and Approve Grant Applications
- ✓ Advocate for the Weed & Seed Program
- ✓ Ensure Competency of all Related Staff
- ✓ Sustains the Weed & Seed Strategy

II. Subcommittees: Weeding & Seeding and Four Components

1. Weeding
2. Community Policing
3. Neighborhood Restoration and Vitalization
4. Crime and Problem Prevention

III. Weed & Seed Committee Co-Chairs

1. Weeding: Mr. Harrington and Chief Roush
2. Seeding: Rev. Dr. Jacob Williams and Dr. John Layton

IV. Composition and Responsibility of Each Subcommittee

1. Each of the four subcommittees (weeding, community policing, neighborhood restoration and vitalization, and crime and problem prevention) must include members who are community leaders, agency representatives, and residents
2. Each of the four subcommittees selects a chair, conducts regular meetings (monthly, quarterly), keeps records, and collects data.

3. May recruit citizens to assist in providing services, collecting data, and keeping notes and reports
4. The four subcommittees' responsibilities
 - ✓ Discuss ongoing programs
 - ✓ Collect data from programs
 - ✓ Keep meeting notes
 - ✓ Communicate with Site Coordinator
 - ✓ Communicate with Weed or Seed Co-Chairs
 - ✓ Submit suggested changes, based on evidence, to the existing Weed & Seed Strategy to the full Steering Committee for vote

V. Site Coordinator

1. Serves as staff to Steering Committee and The City
2. Directs day-to-day activities of projects
3. Provides assistance and guidance to subcommittees
4. Provides assistance and guidance to Safe Haven
5. Acts as liaison between Steering Committee and City of Lafayette
6. Plans, directs, and coordinates activities of Weed & Seed Lafayette programs
7. Collects data from subcommittees and coordinates with Program Evaluator to prepare reports and proposals
8. Provides assistance to local organizations, neighborhood associations
9. Initiates public meetings with citizens to communicate progress of Weed & Seed Lafayette
10. Obtains signs, posters, handouts with official Weed & Seed logos
11. Coordinates information for updating Web Pages at least quarterly to coincide with quarterly issues of *InSites* (<http://www.ncjrs.gov/ccdo/in-sites/welcome.html>)

VI. The Safe Haven

1. Coordinates youth and adult services
2. Provides space for some Weed & Seed activities
3. Distributes information on Weed & Seed programs
4. Maintains visible, secure facility for children and their caretakers

VII. The Grantee

1. Understands the award documents and conditions
2. Expends funds according to approved budget
3. Works with Site Coordinator, Steering Committee, and Program Evaluator to request budget adjustments and to submit quarterly fiscal reports (due Feb 14, May 14, Aug 14, and Nov 14)
4. Adheres to Office of Justice Program financial guidelines

5. Updates Steering Committee and Site Coordinator on status of related grants

VIII. The Program Evaluator and Proposal Writer

1. Prepares Twice Annual Progress Reports (July 30, Jan 30) based on performance measures and program evaluation design specified in initial proposal
2. Prepares Annual Proposal for Continued Downtown Lafayette Weed & Seed funding
3. Prepares Related Proposals to support programs related to Weed & Seed Lafayette Strategy

IX. Memorandum of Understanding: Community Leaders and Agency Representatives

1. Commitment to implement programs
2. Commitment to meet at least every other month
3. May be required to submit to a criminal background check
4. Commitment to redeploy resources
5. Commitment to report data to Steering Committee, The City of Lafayette, and the Program Evaluator (fiscal data quarterly and performance measures semi annually)

B. Updates

I. Reentry Problem Solving Court (Judge Johnson)

II. Lafayette Police (Chief Roush)

III. Related Grants:

1. New Reentry Problem Solving Court Grant (JoAnn Miller)
2. Project Safe Neighborhood (Mr. Harrington and Sheriff Brown)
3. Indiana Housing & Development Authority (Judge Johnson)

C. Create Four Subcommittees

I. Select Committee Preference: Weeding, Community Policing, Neighborhood Restoration and Vitalization, or Crime and Problem Prevention

II. Provide Preferred Contact Information to Tom Van Horn

III. Community Leaders and Agency Representatives Provide Mailing Addresses for Memorandum of Understanding to Tom Van Horn